

Spill Response

Definitions

Contamination Control Line - The line between the clean (safe) zone and the contaminated (unsafe) zone.

Contamination Reduction Zone - That area transitioning the contaminated and the clean zone. INDOT personnel are never allowed beyond the Contamination Control line.

Incident Commander - The one person, normally the Fire Chief whose jurisdiction includes the impacted area, who is in charge of an integrated, comprehensive emergency response and emergency site.

Objectionable Substances - Substances that are of a quantity, of a type, and present for a duration and in a location so as to damage waters of the state.

Reportable Quantity - Amount of spilled hazardous substance or extremely hazardous substance that is required to be reported under federal law (40 CFR 302.4 or 40 CFR 355 Appendix A).

Waters - Accumulations of water, surface and underground, natural and artificial, public and private, or parts thereof, which are wholly or partially within, flow through, or border upon the State of Indiana.

Reportable Spills

Releases of hazardous substances, extremely hazardous substances, petroleum, and objectionable substances that are in a quantity, type, location, and duration as to damage the waters of the state must be reported to IDEM Emergency Response Section. All spills must be contained and cleaned up regardless of reporting requirements. If a spill is not cleaned up, it immediately requires notification to IDEM.

**REPORT ENVIRONMENTAL EMERGENCIES TO
OER/IDEM AT
Out of State
(317) 233-7745
or
in Indiana
1 (888) 233-7745**

The spill/incident report shall include (to the extent known):

- a. Name, address, telephone number of person making the report,

- b. Name, address, telephone number of contact person, if different from above.
- c. Location of the spill/incident,
- d. Time spill/incident began,
- e. Identification of the substance spilled,
- f. Quantity of substance spilled,
- g. Name, location of affected or threatened waters/water supplies,
- h. Source of the spill,
- I. Known/observed/anticipated damage caused by or incidental to the spill,
- j. Measures taken or planned to contain the spill,
- k. Measures taken or planned to clean up the spill.

HIGHWAY INCIDENTS

INDOT Operating Procedure 20 provides guidance regarding response to spills and emergencies occurring during or incidental to highway activities, including construction. See attached for details. **INDOT personnel are only to block the incident from a safe distance and report all spills to IDEM and State Police Office of Motor Carrier. These reports are to be made immediately.**

At no time should INDOT personnel go beyond the Contamination Control Line into the Contamination Reduction Zone or area deemed unsafe by the incident commander.

For major incidents requiring the closure of the roadway, the Incident Commander is responsible for determining the limits of the exclusion zone as well as determining when it is safe to reopen the roadway. For smaller incidents, IDEM, the State Police, the fire department (if applicable) and the emergency responder should provide guidance as to when it is safe to reopen the roadway.

CONSTRUCTION INCIDENTS

Appropriate response actions relative to project site incidents are, in order:

- 1. Contain the spilled material or block/restrict its flow using absorbent booms/pillows, dirt, sand or by other available means,
- 2. Cordon off the area of the spill,
- 3. Identify the spilled material from a safe distance,
- 4. Deny entry to the cordoned off area to all but response personnel,
- 5. Contact OER/IDEM then Operations Support within two hours,
- 6. Cause a spill response to be done.

When suspect hazardous material is discovered during excavation, put that material to the side until you can verify that it is clean. **Do not mix suspect hazardous material or known hazardous material with any other type of waste. Otherwise, all of the waste would be considered hazardous and would have to be disposed of at a hazardous waste landfill.**

INDOT Facilities

Report spills of hazardous substances or extremely hazardous substances that are beyond our boundaries and over the Reportable Quantity (RQ) to IDEM. The reportable quantity for petroleum is 55 gallons or more, and 100 lbs. or more of any objectionable substance. Report spills of hazardous substances or extremely hazardous substances that are within our boundaries and over their Reportable Quantity (RQ) to IDEM (first) then to Operations Support.

HAZARDOUS MATERIAL ACCIDENTS/INCIDENTS

POLICY

The Indiana Department of Transportation (INDOT) will cooperate with other local, state, federal governmental agencies and private emergency services organizations in accidents/incidents involving hazardous materials on the highways to minimize the loss of life, property, and environmental damage and to ensure that highways are safely opened to public traffic following the clean-up of the incident site.

PROCEDURE

- A. When INDOT employees approach from the upwind direction of the scene of an accident/incident involving (or suspected of involving) hazardous materials:
 - 1. Stop at least 500 feet from the accident scene or, if closer when the accident is observed, retreat immediately to that distance and set up a roadblock to stop traffic.
 - 2. Using any means available, set up a roadblock on the downwind site to stop traffic at least one-quarter mile from the scene.
- B. When INDOT employees approach from the downwind direction the scene of an accident/incident involving (or suspected of involving) hazardous materials:
 - 1. Stop at least one-quarter mile from the accident scene or, if closer when the accident is observed, retreat immediately to that distance and set up a roadblock to stop traffic.
 - 2. Using any means available, set up a roadblock on the upwind side to stop traffic at least 500 feet from the scene.
- C. The “upwind” or “downwind” crew which arrives first at the scene shall contact the next approaching crew and direct them to the opposite end of the accident. They both shall then size-up the scene to obtain as much of the following information as possible.
 - a. Exact location
 - b. Arrival time
 - c. Identification of carrier and its telephone number
 - d. Shape of container
 - e. Placards/labels/material identification (exact spelling)

- f. Physical hazards (fire, spill or leaks)
 - g. Wind direction and other pertinent weather conditions
 - h. What is at risk? People, property, or environment.
 - i. Injuries
 - j. Drains, sewers, or surface waters nearby
- D. The roadblock crew shall transmit its recorded observations to the nearest INDOT District or Subdistrict facility.
 - 1. The District or Subdistrict facility receiving the report shall record the information and read it back to the roadblock crew for confirmation.
 - 2. The identification number shall be repeated and the name of the hazardous material spelled by both the roadblock crew member and the person at the District or Subdistrict receiving the report until confirmation of the number and the name of the hazardous material is confirmed as accurate.
- E. The District or Subdistrict person receiving the report from the roadblock crew at the scene shall contact the following agencies by radio or telephone in the order they are listed below to report the information:
 - 1. Indiana State Police (Motor Carrier Division)
Nearest Post _____
 - 2. Indiana Department of Environmental Management
Indianapolis **317-233-7745 or 888-233-7745**
 - 3. County Sheriff's Office _____
 - 4. Local Fire Department _____
 - 5. District Safety Coordinator _____
 - 6. District Environmental Coordinator _____
- F. Roadblock crews will remain at their locations near the scene to await the arrival of local and/or state emergency response personnel.
- G. When emergency response personnel arrive at the scene, INDOT employees shall, from their roadblock positions, assist by performing only the following functions:
 - 1. Continue the roadblocks in both directions or, if requested by emergency response personnel,
 - 2. Partially remove the roadblock to permit traffic flow.

IT IS THE DUTY OF THE INCIDENT COMMANDER TO DETERMINE A SAFE PERIMETER AROUND THE SITE AS WELL AS DETERMINE WHEN IT IS SAFE TO REOPEN THE ROADWAY.

IN NO CASE WILL INDOT EMPLOYEES MOVE FROM THEIR ROADBLOCK POSITIONS TO LOCATIONS CLOSER TO THE ACCIDENT SCENE UNTIL THE INCIDENT COMMANDER DEEMS THE AREA SAFE.

H. When an INDOT supervisor arrives at the scene he/she will assume supervisory authority for roadblock crew members and shall be responsible for discussions with the incident commander of the emergency response personnel. An incident commander is the person, normally the fire chief of the impacted area, who is in charge of the emergency response site. The INDOT supervisor is authorized to direct roadblock crewmembers to perform only the following function once the incident commander has established that the accident scene is safe for a closer approach:

1. Transporting sand or other material to the scene and dumping or distributing sand or other material by truck or by hand, as long as no INDOT equipment or employee goes beyond the safety perimeter. Sand dikes shall be constructed at a safe distance from the area covered by or saturated with the spilled material.

NO OTHER FUNCTIONS ARE PERMITTED TO BE PERFORMED BY INDOT EMPLOYEES

AT NO TIME SHALL ANY INDOT PERSONNEL GO BEYOND THE SAFETY PERIMETER ESTABLISHED BY THE INCIDENT COMMANDER.

INDOT EMPLOYEES OR EQUIPMENT SHALL NOT BE USED TO

1. REMOVE SAND OR OTHER MATERIAL CONTAMINATED OR ASSUMED TO BE CONTAMINATED BY THE SPILLED HAZARDOUS MATERIAL FROM THE SCENE
2. REMOVE DRUMS, BAGS, BOXES, OR ANY OTHER CONTAINERS, WITH CONTENTS OR EMPTY, FROM THE SCENE
3. REMOVE ACCIDENT VICTIMS, INJURED OR NOT, FROM THE SCENE
4. PERFORM SITE CLEAN-UP OF SPILLED MATERIALS OR EQUIPMENT USED AT THE SCENE

5. NO INDOT FACILITY OR HIGHWAY RIGHTS-OF-WAY SHALL BE USED FOR THE TEMPORARY STORAGE OF CONTAINERS OR PILES OF HAZARDOUS MATERIALS OR CONTAMINATED DIKING MATERIALS OR SOIL FROM RIGHTS-OF-WAY COLLECTED FROM AN ACCIDENT SCENE CLEAN-UP OR CONTAINERS OR MATERIALS ABANDONED IN HIGHWAY RIGHTS-OF-WAY OR ON OTHER STATE OF INDIANA PROPERTY
- I. If it is necessary to close the roadway, the party carrying the hazardous materials must act within a reasonable timeframe to initiate clean-up operations. If they cannot or fail to make such arrangements, the State of Indiana will call in a clean-up contractor to the scene. The State Police, Division of Motor Carriers, acting as this agent for the state, will be responsible for making this call after consultation with INDOT, IDEM, and the local Fire Department.
- J. When material or containers are abandoned on highway rights-of-way, the above procedure is to be followed where practical.
- K. INDOT will request direction from the Indiana Department of Environmental Management (IDEM) for the clean-up and containment operations. INDOT shall coordinate with IDEM to ensure that the pavement, shoulders, drainage, traffic control devices, etc. are restored to acceptable INDOT standards. IDEM will provide assistance either through telephone communication or by on-scene assistance.
- L. A record shall be made of all expenses incurred (wages, materials, vehicles, equipment) in these operations so that the appropriate company or individual will be billed. The district will prepare a memorandum to the Division of Accounting and Control showing all expenses incurred and the name and address of the company or individual to be billed.

This procedure shall be in effect upon receipt or not later than November 1, 1997.